



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE
1 KARKER STREET
FORT BENNING, GEORGIA 31905-5000

REPLY TO
ATTENTION OF

ATZB-DT-TM4

12 June 2014

MEMORANDUM FOR Reserve Component Maneuver Captains Career Course Students

SUBJECT: Reserve Component Maneuver Captains Career Course (RC MCCC) Policy Memorandum

1. References.

- a. USAMCoE Regulation 350-10, Resident Academic policies and Records Administration, 01 JAN 02.
- b. TRADOC Regulation 350-10, Institutional Leader Training and Education, 12 AUG 02.
- c. Army Directive 2012-20, MFR, Physical Fitness and Height and Weight Requirements for Professional Military Education, 17 SEP 2012.
- d. AR 600-9, The Army Weight Control Program, 27 NOV 06.
- e. Change 2, 28 Sep 09, USAIC Regulation 210-5 Installations, 2 AUG 05.
- f. AR 350-1 Army Training and Leader Development, 18 DEC 09.

2. PURPOSE. To prescribe academic policies, procedures, and responsibilities for administration of students enrolled in the resident phases of the Reserve Component (RC) Maneuver Captains Career Course (MCCC).

3. GENERAL. RC MCCC provides a challenging course of instruction that prepares students to perform the toughest jobs the Reserve and National Guard face; winning the first battle of the next war. RC MCCC trains combined arms war fighting at the tactical level across Unified Land Operations (ULOs) using small group methodology of no more than 16 to 20 students for training in Phases II and IV respectively. The principal tool for evaluation of the RC MCCC student is oral evaluation, which provides the student immediate feedback and assesses the student's tactical decision-making thought process and abilities. Students are evaluated on the following: 1) visualization of a company tactical operation; 2) expression of that visualization in oral and written form; 3) mastery of Troop Leading Procedures (TLPs); 4) performance as a battalion staff officer in the Military Decision Making Process (MDMP); and (5) application of the fundamentals of battalion / task force and brigade operations.

4. ENROLLMENT REQUIREMENTS. All students must pass the APFT and meet body composition standards IAW AR 600-9, The Army Weight Control Program. Successful completion of the APFT and height and weight screening is mandatory for course enrollment. Officers on permanent profile may enroll with an official military profile (DA 3349) from their assigned unit and conduct an alternate cardiovascular event IAW FM 7-22. Students attending both phases II and IV are administered an APFT and height and weight screening within the first three days of the course. One APFT retest and/or height and weight screening is allowed, and will be administered no earlier than seven days and no later than more than 10 days after the initial failure of the APFT and or height and weight screening. Students who

subsequently fail to meet physical fitness and or height and weight standards are removed from the course. Students who fail to pass the APFT and or fail to meet height and weight standards will receive a DA Form 1059 (Service School Academic Evaluation Report), which will annotate block 11d "Failed to Achieve Course Standards." Students who failed to achieve course standards are not eligible to enroll in the RC MC3 for 6 months after their dismissal. The 6-month waiting period begins on the day after the DA Form 1059 is signed.

5. **DISTANCE LEARNING.** Distance learning modules for RC MCCC are currently in development as part of the CCC revisions. The Combined Arms Center models RC CCC students conducting Phase I over the course of 13 months before attendance of Phase II, followed by Phase III distance learning over the course of 13 months, and concluding with Phase IV. Phase I is 75 hours of Common Core distance learning available through blackboard which is planned to begin general pilot in FY 15. Completion of Phase I will become an MCCC graduation requirement in FY16. Phase III is 75 hours of branch technical distance learning that is currently in development in ALMS and is intended to be offered through Blackboard. Phase III will begin pilot NLT FY 16 and will be a RC MCCC graduation requirement in FY 17. Neither Phase I nor Phase III will become graduation requirements until 13 months after they begin their universal pilots. For planning purposes, students attending RC MCCC Phase IV after October 2016 should expect complete both phases of distance learning. Students attending RC MCCC Phase IV prior to this date may be required to participate in distance learning pilots.

6. Phase II is the first resident phase of RC MCCC. This phase currently lasts two weeks at Fort Benning and focuses on TLPs. Phase II will begin transition to a three week model beginning in late FY15 with full implementation NLT FY17. This phase is designed for Combat Arms Officers and requires a high degree of technical competence. Officers without combat arms experience are not discouraged from attending phase II of the RC MCCC but should expect a higher learning curve. During this phase, students complete two written examinations, including an entrance examination of doctrinal concepts, and a hands-on practical test for evaluation. The successful completion of the APFT, height and weight screening, and the entrance exam are required for enrollment into RC MCCC. The written exams test students' knowledge of operational terms and graphics, the Troop Leading Procedures, US and threat weapons capabilities, and unit symbols. Students should refer to the entrance exam study guide on the MCCC website and prepare for the academic rigor of the course prior to arrival to RC MCCC. The hands-on practical test evaluates the student's ability to develop a tactical plan and brief a tactically sound, synchronized, and coherent company level operations order.

7. Phase IV is the final phase of RC MCCC. This phase is also two weeks at Fort Benning which will expand to a three week model as with Phase II. This phase focuses on the Military Decision Making Process (MDMP). The successful completion of the APFT and height and weight screening are required for graduation from RC MCCC at the end of the phase, as outlined below. Students complete two written exams as well as their individual performance during a staff exercise (STAFFEX) for evaluation. The STAFFEX includes the complete MDMP process in a thorough and methodical manner culminating with each seminar conducting a Combined Arms Rehearsal using the terrain model technique.

8. ACADEMIC POLICY.

a. **Standards for Graduation.** Eligibility for graduation from RC MCCCC course of instruction is subject to the following provisions:

(1) Student Proficiency:

(a) **Academically Proficient Student.** A student must pass all course critical tasks and achieve an academic average of 75 percent or greater.

(b) Academically Marginal Student. A student who passes all course critical tasks and achieve an academic average greater than 70 percent but less than 75 percent. Students who are academically marginal at the completion of the course may not graduate. The Senior Faculty Advisor (RC MCCC Team Chief) will refer the student to the course convening authority, the Chief of Tactics (COT), who will assess the student's qualification for graduation. The student's Academic Evaluation Report (AER) will reflect marginal achievement of course standards.

(c) Academically Deficient Student. A student with an academic average of less than a 70 percent or a student fails retest of any course critical task. The Course Director will refer academically deficient students to the Chief of Tactics for disposition. The COT may convene a faculty board who may recommend the following: 1) declare the student a non-graduate with relief from the course, 2) recycle him into another course, or 3) retraining and re-testing as an exception to policy. The COT will consider the student's record, Small Group Leader (SGL) and Course Director recommendations, and written or verbal comments from the student if necessary. As appropriate, the student's AER will reflect either a failure to achieve or a marginal achievement of course standards.

(d) Commandant's List. The Commandant's List recognizes students for exceptional performance within MCCC and may not consist of more than 20% of a class at the graduation of Phase IV. Students achieving the Commandant's List will have the appropriate notations placed on their AERs. Currently, RC MCCC rarely identifies students as being above the top 20% of their peers. This is due to short training durations, lack of depth in observation and graded events, and incomplete historic files on all students who completed Phase II prior to 2011 or attended RC MCCC partially at Fort Knox. RC MCCC will incorporate additional grades and evaluations from distance learning and expansion of resident phases to three weeks. This combined with more complete records on hand will allow RC MCCC to adopt the AC MCCC Commandant's List standards NLT FY 2017.

(2) Graduation Requirements. The following graduation requirements will be assessed on a GO/NO-GO basis. First-time failures of a course critical task will be allowed one re-test after re-training. Failure to achieve a GO after one retest on any event will result in the student being declared academically deficient and may result in the student being recycled or referred to a faculty board.

(a) Combined Arms Operations Assessment. The SGL evaluates students on their ability to develop sound tactical plans through the application of the Troop Leading Procedures (TLPs), Military Decision-Making Process (MDMP), Intelligence Preparation of the Battlefield (IPB), applicable doctrine, and proven techniques. SGLs assess the student's overall performance for combined arms operations as GO or NO-GO for each phase of the course, based upon briefings, written products, quizzes and Professional Officer Qualities (POQs). To receive a GO, a student must have at least a 75% overall GPA. A student whose overall GPA at the end of Phase II is 70-75% (academically marginal), may progress forward to Phase IV upon recommendation of the SGL to the Course Director.

(b) Physical Fitness. In accordance with AR 350-1, paragraph I-24, (e), students must pass the Army Physical Fitness Test (APFT) IAW current Army standards to graduate in an academically proficient status. U.S. students over the age of 40 must complete a cardiovascular screening IAW AR 40-501 (Standards of Physical Fitness). Students will take a record APFT within the first week of the course to assess their fitness readiness. If a student fails the record APFT, the student will have no less than 7 days and no more than 10 days to take a retest. If the student fails the retest, then he will be academically dropped from the course.

(c) Company OPORD Final (Bush Hill). This is a course critical event. Students will be required to plan and brief a company level operations order in a time constrained environment

IAW standards outlined in ADRP 5-0 and class discussion. This OPORD is an individual event. To graduate, students must achieve at least a marginal go on the company OPORD. Students are allowed the opportunity to retest. Students who pass the retest will only receive 70 points for the event.

(d) Professional Officer Qualities (POQ). POQ are used to evaluate a student's performance and attitude other than that of his examination scores. There are 100 POQ points allocated for each phase, with seminar averages always equaling 87.5. POQ points are assigned based on several factors. SGLs examine overall professionalism defined in the areas of application, maturity, enthusiasm, confidence, loyalty, selfless service, integrity, etc. as well as class participation, power of expression, and self discipline.

(e) At the completion of a course, students who fail to meet the standards established in this memorandum cannot graduate and may be relieved (declared a non-graduate), recycled, or referred to a faculty board for an appropriate disposition recommendation.

(f) At any time prior to graduation, the Director may refer USAMCoE students to a faculty board based upon academic shortcomings (including academically marginal and academically deficient students), leadership deficiencies, disciplinary problems, acts of misconduct, honor violations, lack of motivation, lack of adaptability, or otherwise failing to satisfy standards for graduation. All students will be referred to faculty boards prior to final action by the Director to adversely relieve those students (see paragraph 12, pg. 25 USAMCoE 351-10).

9. ACADEMIC COUNSELING. SGLs will counsel students on a regular basis. The initial counseling session will be during the first week of the course. SGLs will counsel all students upon failure of an examination, a hands-on performance evaluation, or a course critical assignment.

10. HONOR CODE.

a. General.

(1) USAMCoE Honor Code. This honor code applies to all USAMCoE courses of instruction: *a Soldier will not lie, cheat, steal, or tolerate those who do*. Any student who knows of an honor code violation but fails to report it also commits an honor code violation. Any student found guilty of an honor code violation by a faculty board may be relieved from the course by the Director and may face disciplinary action as well.

(2) Explanation. The honor code is not designed to stifle individual academic freedom or deny sharing of knowledge or interaction with fellow students. Instructors will inform students when they are permitted to work together to complete an examination, evaluation, or assignment. As a general rule, any work for which academic points are awarded is considered individual work. The SGL is the approval authority for allowing exceptions to this rule.

(3) Plagiarism. Plagiarism occurs when a student borrows written material from another writer but fails to credit the original writer with the work. When a plagiarized writing is presented to a USAMCoE instructor, it deceptively leads the instructor to believe the writing is the student's product when, in reality, it was written by someone else. Such deception violates the USAMCoE Honor Code. If the instructor concludes that a student committed plagiarism on an examination or assignment, the instructor will forward all available evidence through the chain of command to the course convening authority.

(4) Violations. Honor code violations are punishable under various provisions of the Uniform Code of Military Justice or state equivalents. Students may be referred to an Academic Faculty Board for the offense IAW MCoE Regulation 351-10. The procedures for violations are as follows:

a. Both students and instructors must report suspected honor code violations to the SGL and Course Director of the student concerned. The first-line supervisor receiving the report will collect all available evidence, including witness statements, and immediately forward this information to the course convening authority.

b. If, after reviewing all available evidence, the Course Director believes an honor code violation has occurred, he will immediately refer the matter to the COT. Due to the short duration of RC MCCC classes, the requirement for a written report is waived.

c. Upon receipt and review of the suspected honor code violation, the COT may refer the student concerned to a faculty board using the procedures outlined in paragraph 12g, USAMCoE 351-10. Before the COT refers the student to a faculty board, he will notify the student in writing that the student is suspected of committing an honor code violation, that the student is being referred to a faculty board, and that the faculty board may recommend to the director that the student be relieved from the course. If declared a non-graduate by the course convening authority, the student shall receive an adverse AER reflecting the honor code violation.

11. ABSENCES. Students must attend all scheduled classes and training events unless they are on approved leave or pass. Students are prohibited from missing more than four hours of instruction without approval. Missing more than four hours is cause for relief from the course. Students relieved from the course for this reason are subject to receive an adverse AER for failure to meet course standards. For RC MCCC students, the Course Director is the approval for all passes. Due to the short duration of RC MCCC and lack of a command relationship between RC MCCC students and cadre, leave will only be recommended by the SGL to the student's unit for extraordinary circumstances. Students who are unable to meet the course standards for reasons such as emergency leave may be relieved from the course on compassionate grounds without adverse effect and allowed to return in the next available course.

12. RELIGIOUS ACCOMMODATION. The USAMCoE accommodation for all students' religious practices shall comply with the provisions of DA Pamphlet 600-75, Accommodating Religious Practices, and paragraph 5-6, AR 600-20, Army Command Policy. Army policy is to accommodate religious practices when they will not have an adverse impact upon the military mission, to include the training mission. Unit commanders are encouraged to accommodate the unique religious worship requirements of their Soldiers when mission requirements permit. However, accommodation of a student's religious practices cannot be guaranteed at all times, but must depend on military necessity. Requests for accommodation of religious practices may be denied if they conflict with critical training events, including written examinations or hands-on performance evaluations, which are course critical.

13. ACADEMIC EVALUATION REPORTS (AERs). Under the provisions of AR 623-3, Academic Evaluation Reporting System, SGLs will prepare an AER for each student in their seminar based upon if the student exceeded (Commandant's List only), achieved, marginally achieved, or failed to achieve course standards based upon the student's overall performance. The report should indicate demonstrated performance in the areas of written and oral communications, contribution to group work, research ability, and leadership skills based upon performance if placed in a designated leadership position. Additionally, the report will indicate whether the student meets standards for body composition and physical fitness. SGLs will provide comment regarding demonstrated potential for service as a company commander, battalion staff officer, and brigade staff officer. The procedure for AERs is as follows:

a. AERs are prepared by the SGL and reviewed by the Course Director. The rating chain will complete AERs in accordance with AR623-3 and forward all AERs to ORB following class graduation. Reviewing officers will distribute student copies of AERs.

b. AERs containing adverse or derogatory information will be referred to the rated individual by the SGL for acknowledgement and/or comment in accordance with procedures outlined in AR 623-3. The circumstances related to the adverse or derogatory information must be fully explained on the AER in item 16, comments. Item 13 will be left blank on AERs for students relieved from a course of instruction for administrative rather than adverse reasons (i.e. medical, compassionate, or hardship reasons), and the report need not be referred to the rated individual.

14. INFORMATION SYSTEMS REQUIREMENTS. RC MCCC students are currently issued a laptop computer and will have access to the internet and an internal shared drive. Most files that will be useful to RC MCCC students are Microsoft Office based primarily using Microsoft Word, Excel, and PowerPoint programs. Adobe Acrobat Reader is required for viewing of doctrinal publications from the Army Publishing Directorate. Students will not be provided any removable media such as CDs or DVDs of course material, manuals, etc. from MCCC but may transfer such materials to personal systems by approved means. For best results in accessing all materials from personal computers, students should Word viewer and the PowerPoint viewer if they do not own Microsoft Office and Adobe Acrobat Viewer for viewing field manuals and other doctrinal publications. Internet access is also an essential resource as it serves as reference point for research for course requirements.

15. PRE-COURSE STUDY RECOMMENDATIONS. Students should reference the MCCC website to assist in their preparations to attend the course. In particular, the entrance exam study guide provides a list of doctrinal publications and concepts that greatly assist in the course. Students are advised that previous editions of MCCC course materials, practice examinations, study guides, quizzes and tests etc. are not endorsed by the Course Director and may not accurately reflect current doctrine, references, symbolology, and testable material.

16. The point of contact for this memorandum is the undersigned at 706-626-2348 or wilford.l.garvin.mil@mail.mil.



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